

**Texas Department of Criminal Justice**  
**Payroll Effective Dates and Timeframes for PSC Entry/Approval**

Payroll Action	Payroll Effective Date	PSC Entry/Approval by Warden or Department Head
New Hires - College CO Training Program Graduates	Processed on a Monday or the next workday if Monday is an official holiday. As directed by the Payroll Department, certain Mondays shall not be hire dates, such as Mondays occurring in the same week as the end of the month.	Not later than two workdays after the selection announcement.
New Hires, Rehires, Interagency Transfers - No PSTA or Parole Officer Training Academy (POTA) Attendance Required		
PSTA or POTA Attendance Required - New Hires, Rehires, Interagency Transfers, Promotions, Voluntary Demotions, and Lateral Transfers	First day of PSTA or POTA	
Promotions - Non-Career Ladder and No PSTA or POTA Requirement	1st of current month if selection announcement occurs on the 1st 15th of current month if selection announcement occurs on the 2nd through the 15th of the month 1st of next month if selection announcement occurs on the 16th through the 31st	
	Lateral Transfers - No PSTA or POTA Requirement	
Voluntary Demotions - No PSTA or POTA Requirement		
CO, FSM II-III, and LM II-III Career Ladder Adjustments/Promotions	1st calendar day after eligibility criteria is met based on satisfactory active months of service	No PSC entry required if action is processed by the automated system. Otherwise, immediately upon receipt of notification from Payroll.
All Other Career Ladder Adjustments/ Promotions	1st of month after eligibility criteria is met	Immediately upon employee meeting criteria
Reductions in Pay - No Suspension without Pay	1st of month following disciplinary action	24 hours after determination to take action
Reductions in Pay - Includes Suspension without Pay	1st calendar day after completion of suspension without pay period	
Suspensions without Pay	Date determined by appropriate supervisor	
Involuntary Demotions	On or after the date Reprimand Form is signed by Reprimanding Authority, the exact effective date to be determined by Reprimanding Authority	
Restoration after Reduction in Pay or Reinstatement after Involuntary Demotion	1st calendar day after completion of corresponding number of disciplinary probation months	Immediately upon receipt of notification from Payroll
Separations from Employment - Involuntary (Dismissal)	Date determined by appropriate supervisor	PSC entry by Labor Relations, approval by HR director
Separations from Employment - Voluntary	Date mutually agreed to by employee and appropriate supervisor	As far in advance as possible; not later than 24 hours after effective date